HAMILTON COUNTY GRANTS MANUAL
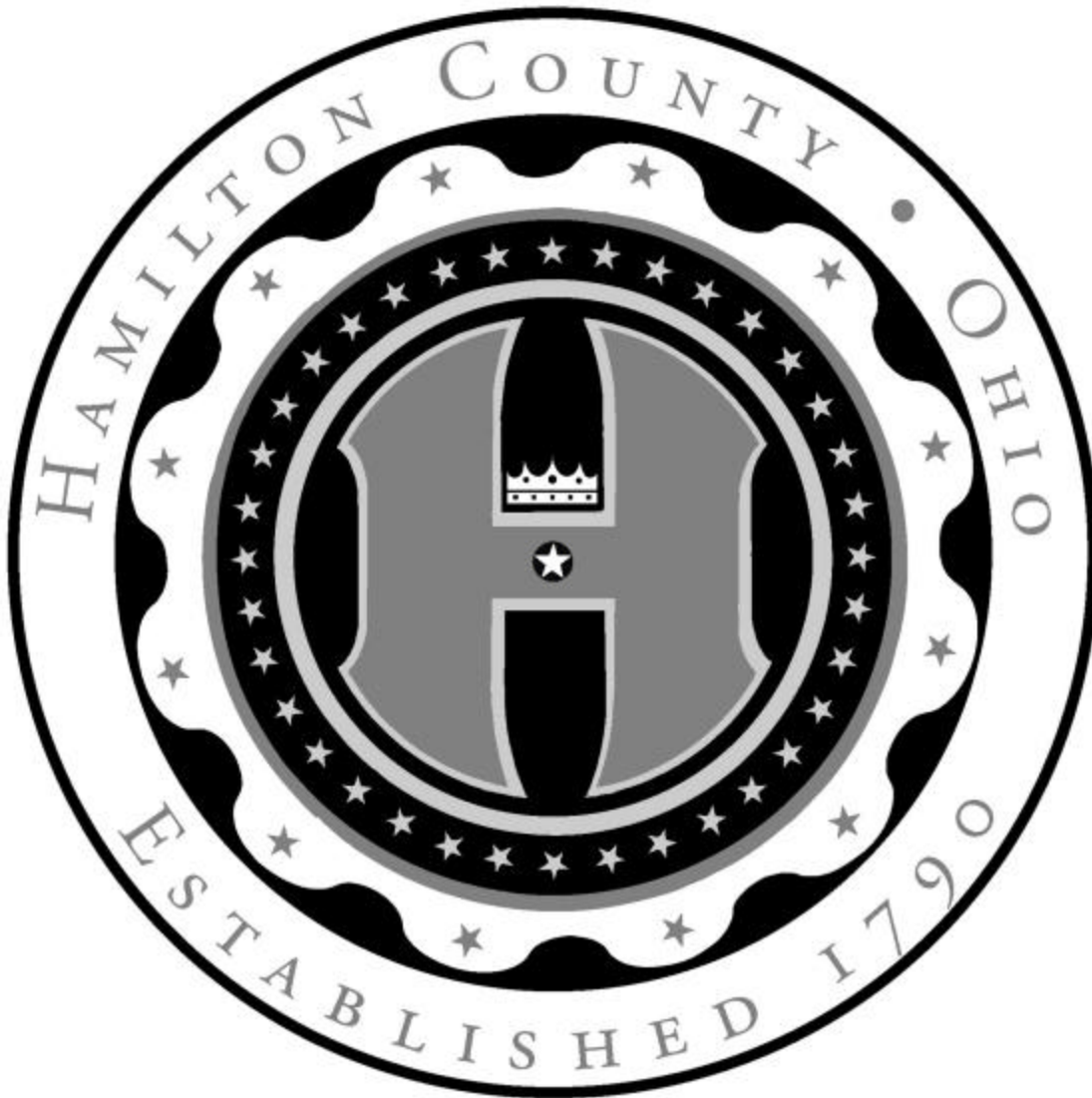
Prepared by Cynthia Weitlauf, Grants Coordinator
Hamilton County Office of Budget and Strategic Initiatives
April 2006

TABLE OF CONTENTS

Introduction

There is no need to be overwhelmed by the grant seeking process. Grant writing is just another opportunity for success. Although this process can be time consuming, this Manual is designed to assist you in preparing a grant application.

❖ Why apply for grants?

Receiving a grant gives you the opportunity to carryout a specific project that might not be fundable using general fund money. This procedure also frees up general fund monies for other purposes.

❖ Where do grants come from?

The majority of grants come from the federal government, foundations and corporations.

I. Grant Basics

A. Where Funding Comes From

Government – Federal, state and local governments are the largest sources of funding. Federal, state, and local governments make awards for many purposes. The Government is involved in many different areas (i.e. childcare, domestic violence, aging). Therefore, chances are good that you will be able to find a funding source for your project.

Foundations – non-profit organizations that make awards to serve the public interest. Normally, foundations do not make awards to individuals.

Corporations – Some corporations have established giving programs. Contact must be made with the corporation to determine what subjects they consider for awards and how they operate.

B. Where to Find Funding

It is important to know that there are numerous tools available to assist grant seekers. Keep in mind that the funding organization wants assurances that their investment will assist a valuable cause that will continue to succeed after the grant funding has disappeared.

Internet – a list of Internet address that might be useful to you is included in Appendix B.

Grants Resource Library at Public Library – this is a good source if you have the time to devote. The Library is located on the 2nd Floor of the Main Library Downtown.

ECivis Grants Locator Service – website dedicated to locating funding for Local

Governments. It is a searchable database and very easy to use.

Books and Publications – a list of several books and publications that might be useful to you:

<u>Books</u>:

The Action Guide to Government Grants, Loans and Giveaways: George Chelekis

> Tells how to write grant applications, write a business loan, who to go to

Complete Guide to Getting a Grant: Laurie Blum
> Takes the reader step-by-step through the process of getting a grant

How to Write Proposals that Produce: Joel P. Bowman
> A practical book which is a guide to the applications writing process from the initial stages of planning to preparing the final documents for presentation.

<u>Publications:</u>

Grants for Cities and Town
Northeast Publishing Group
Marine Industrial Park
P.O. Box 1659
Fax: 800-539-8839
www.quinlan.com/gdc

GrantSource – published by the State of Ohio Auditor's Office
call 800-282-0370 to be put onto the mailing list
free publication
available on Internet: www.auditor.state.oh.us/grantsource/grantsource_main.htm

The Ohio Grants Guide
1510 High Street, Suite 205
Denver, CO 80218
888-247-2689; (fax) 888-248-4339 - both numbers are toll free

Guide to Federal Funding for Governments & NonProfits
Published by Government Information Services
Includes two monthly Federal Grant Deadlines Calendar

C. Effective Planning

Have definite project in mind
Don't submit a generic idea – be specific

Research the funding source thoroughly - Make sure sponsor is appropriate. Be sure to check at least three years of funding history. This will allow you a broader view of what they fund. This history can be obtained by reviewing annual reports, financial statements, etc. from the sponsor.

Know your time line - This is especially important. Determine whether the deadline is a postmark date or a delivery date. It does make a difference. Also prepare the applications well in advance – don't wait until the last minute to prepare the application. Small, but important, details might be overlooked – such as postmark vs. delivery date, 10 or 12-pitch font, or number of copies.

II. Application Preparation

A. Types of Applications

Solicited – sponsor requests applications through Requests for Proposals (RFP), Requests Application (RFA), and Notice of Funding Availability (NFOA) and specifically detail what they are look for by publishing guidelines.

Unsolicited – application is sent to the sponsor "cold" – no prior contact with the sponsor or published guidelines.

Grants – a method of awarding monies for a project which usually does not require anything from you – no reports. Sometimes this method of award is used for seed money.

Contracts – a method of awarding monies for a project which binds both you and the sponsor to certain conditions – technical reports, financial reports, etc.

B. Application Content

Samples of each of the following can be found in Appendix C.

Cover Letter – can be short or a couple of pages long

Summary – an abstract of what the application is about – should reflect entire scope of project; summarize project purpose and methods; must convey what you intend to do, why it's important, expected outcomes and how work will be accomplished.

Problem Statement or Needs Assessment – this section justifies your need for a project. Be sure to describe the problem clearly; state historical facts in chronological order; state clearly what will happen without intervention; include case scenarios to emphasize the seriousness of the problem; document your needs with statistics; state why this is an unmet need.

Objectives – this section describes the desired outcome. Objectives are the measurable outcomes that relate to the project's goal. Focus on desired outcomes; personalize the goal by including the applicant's name; describe the outcome, population, approach and timelines in one sentence.

Methods – describes the activities to be used to accomplish the desired results. Clearly describes program activities; describes sequence of activities; describes the staffing of the program and describes clients and client selection.

Evaluation – presents a plan for determining if objectives will be met and describes how the evaluation will be used for program improvements.

Budget – delineates cost of project in detail (personnel; fringe benefits, travel, equipment, indirect costs, etc.)

❖ Ask for only what you need – don't pad the budget. For example, if you are traveling, call the airline for the cost of the flight; call the hotel where you might be staying for a rate; decide if you will travel per diem.

❖ Use matching/cost sharing/in-kind services if possible – this helps tell the sponsor you are interested in this project and are willing to make some sort of commitment to it. Be sure to match what the sponsor requires – if they require 25% be sure to match that percent. There is no particular advantage to show a match in excess of the requirement. This doesn't necessarily give you more "points."

❖ Matching funds/cost sharing/in-kind services can come from almost anywhere. It can be salary, fringe benefits, equipment, indirect costs, a subcontractor working on the grant to name a few. You must be careful, however, that federal dollars are not used for matching funds/cost sharing/ in-kind services. This not allowed.

❖ Be aware that there are matching funds/cost sharing/in-kind services audit issues. Foremost is the overstated dollar amount to make applications more competitive. Another audit issue is that the grantee does not meet the promised dollar amount.

➢ If allowable, always include the indirect costs in your budget.

C. Meeting Timelines and Deadlines

Start process early – sponsors will not accept a late applications. Be sure to know if the application has a postmark or delivery date deadline. By starting early, you will avoid making the little mistakes that mean a great deal in the review of the application.

Organize a grant team – good way to prepare an application. This team can consist of as many people as necessary. This concept relieves the responsibility of writing the entire grant from one person.

Follow guidelines - sponsors are looking for reasons to reject your application. They look for those not following the guidelines and reject them without even looking at the content. This is not a good way for a application to be rejected.

D. Grammar and Effective Writing Styles

An effective grant has the following characteristics:

Readable sentences - be clear and concise. Avoid vague, redundant, and ambiguous words and phrases

Appropriate tense – use present tense to describe any event that relates to the application

Technical technology – must be careful to use accurately while you need to keep your reviewers in mind

Brevity – why use three paragraphs when 1 or 2 will say the same thing?

Clarity – make sure it doesn't read like a manual. Have a layperson read for clarity

Tone and style – make sure you sound human (say "I'll keep you informed" instead of further notification will follow)

Variety – Some suggest that you don't start each sentence with the same word. Although this is an opinion only, you need to watch for redundancy.

Content – make sure you are addressing what the sponsor is requesting – don't stray from the application requirements

Paragraph strength – keep to one topic per paragraph. Reading gets hard to understand otherwise

E. Tips and Pitfalls

TIPS:

If rejected, request comments from reviewers

Don't revise applications and/or budget drastically

Send note of thanks to sponsor when receiving award. This is especially true if sponsor is a small organization.

Submit all required reports when requested

Find a perfectionist who has no stake in the project

Most winning proposals have been polished repeatedly – sleep on every rewrite – fight The Pride of Authorship

PITFALLS:

Not knowing whom you are approaching for funds

Using jargon – professional jargon can be a problem if you are addressing people not familiar in your field

Using pompous language – best to write to express not impress (for example, use consider instead of contemplate; use try or attempt instead of endeavor)

Not following guidelines

Asking for too much/too little funding

Spending money before award is approved

Assuming reviewers will know what you are proposing

Calling sponsor and not having an agenda

Talking with the sponsor and deciding between the two of you that something in the guidelines can be changed. It may be okay with that person. However, the Review Committee may not know, or approve, of that change and reject your application because of it. Follow the printed guidelines.

60% of proposals submitted are rejected because the applicant did not follow the directions and/or the proposal did not match the program.

Common Mistakes:

1. Late submission
2. Narrative too long
3. Fonts, margins, spacing too small
4. Signatures, certifications missing
5. Budget narrative missing
6. Insufficient number of copies
7. Inappropriate binding

III. Reviewers Point of View

More than one person typically reviews an application. Sponsors will have specialists in the field and lay people to review applications. Federal and State competitive programs utilize review panels. Most private foundations use staff to screen applications.

The more competitive the program, the more the reviewer will look for reasons to reject the application

Be sure to research the sponsor. Don't submit an application that doesn't fit into a sponsor's field of interest.

Reviewers look for reasons to give good applications the money such as significance of the project, quality of the design and quality of the personnel.

Reviewers look to see if the sponsor's application guidelines have been followed.

Reviewers tend to look for things in the application to enable them to reject it. Some of these reasons are:

    Hard to read; sloppy, boring, dense
    Wasting time looking for information
    Unconventional application
    Unorganized material
    Writing to impress, not inform
    Lack of specificity
    Inconsistency
    Dated materials – use most recent information
    Excessive support material
    Over or under ambitious project
    Budget is not cost effective

Reviewers also suggest being careful what you ask for – you really need to do the work!

Reviewers recommend using 12 pt. font even if 10 pt. is suggested in the guidelines. This makes applications easier to read.

The chance of success of being funded is variable:

    First submission – not great
    Second submission – better
    Third submission – better
    Fourth submission – not great

IV.   Audit Issues

There are several issues that the federal auditors will look to see if the Institution is complying with:

    1.   Accountability – the Institution has full responsibility for:
            a.   sound judgment
            b.   effective administrative management, i.e.:
                    no conflict of interests
                    no lobbying

  c. prudent financial management, i.e.:
    expenditure oversight
2. Cost Sharing
  a. Verifiable with documentation
  b. Specific to only one project
  c. Necessary and reasonable
  d. Allowable
3. Recurrent Cost Sharing Audit Issues
  a. Documentation
  b. Certifications
  c. Accounting Systems
  d. Subrecipient monitoring
  e. Overstated Commitment
  f. Not Meeting Obligation
4. Audits
  a. Financial Audits
    1. Allowable Costs
    2. Cost Sharing
    3. Internal Controls
  b. Performance Audits
    1. Budget vs Expenditures
    2. Management Controls
    3. Oversight Checks & Balances

V. Hamilton County Process – Pre-award

Call the Hamilton County Grant Coordinator – Cindy Weitlauf at 946-4317 to let her know you are planning to apply for a grant.

Be sure that you have the most recent guidelines and application paperwork. If you need help, the Grant Coordinator can assist you.

The Grants Coordinator is also available to assist you in the grant writing process by helping to find funds, ordering guidelines, interpreting the sponsor guidelines, calling the sponsor with specific questions, participating on a grant team, reviewing a draft of the written application, and helping to meet the application deadline.

Because all grants are awarded to the County and not to individual departments, the Hamilton County Board of County Commissioners is the official signature authority for all grant applications. Per the resolution in Appendix D, the County Administrator has been authorized by the Board to sign all letters of intent and applications without going before the Board of County Commissioners.

In addition to the completed application, please include in the paperwork a statement that confirms the information in the application is accurate and the department will comply with the terms and conditions of the request. Also, if any matching funds are involved, indicate where the funds will come from.

Note: All Federal grant applications need a DUNS number. This is a number that will identify all grant applications and awards for Hamilton County. The DUNS number for Hamilton County is 134718100.

Electronic Submission

Some Federal agencies require all applications to be submitted to them electronically through this website: www.grants.gov.

The Grants Coordinator has established the userid and password necessary to process the application through this website. This information is unique to Hamilton County so it is important to contact the Grants Coordinator.

If an application is to be submitted electronically, a hard copy must be submitted for the County Administrator's signature prior to final electronic submission.

VI. Hamilton County Process – Post-award

Grants are awarded to Hamilton County Board of County Commissioners and appropriated to the specific department.

New Grants:
All new grant awards must go before the Board of County Commissioners for acceptance. Send all award documentation to the Grants Coordinator. After the Prosecutor's Office has reviewed the award documents and approved them to form, the Grants Coordinator will prepare a resolution to go before the Board of County Commissioners authorizing the County Administrator to execute the grant and any subsequent documentation relating to the award. The resolution will also include the information on the appropriation of the funds. The Grants Coordinator will work with the Budget Analyst and the Department.

Continuations and Renewals:
All continuations and renewals are signed by the County Administrator if given the authority by the Board. Send the award documentation to the Grants Coordinator to obtain signatures. The Budget Analyst and the Department will prepare the legislation to appropriate the funds for continuations and renewals.

Financial Status Reports, Progress Reports, Certifications, Etc.
All documentation, including but not limited to, financial status reports, progress reports and certifications which are required can also be signed by the County Administrator if given the authority by the Board by the attached resolution.

Also include in the packet sent to the Grants Coordinator, a statement indicating that the department will comply with the terms and conditions of the award. Also indicate where any matching funds come from.

Read the contract carefully – the contract will tell you the terms and conditions i.e., when reports are due, prior approval requirements, how long to keep the records.

Appendix A - Definitions

The following list is a few of the terms used in the grant world:

Authorizing Official - person authorized to sign all paperwork*

BAA – Broad Agency Announcement

BAFO – Best and Final Offer

Boilerplate – general materials applicable to various applications

CBD – Commerce Business Daily

CFDA – Catalog of Federal Domestic Assistance

CFR – Code of Federal Regulations

Congressional District – Number of the Congressional District where project is taking place**

EIN – Employer Identification Number (tax identification number)***

DUNS Number – Federal Identification Number required on all applications****

FAR – Federal Acquisition Regulations

Goals – overall intent and outcome of proposed project

Matching Funds – two types: Cash and In-kind

NOFA – Notice of Funding Availability

Objectives – result or outcome that move project toward goal

OMB – Office of Management and Budget

PI – Principal Investigator (Project Director) – person in charge of project

RFA – Request for Application

RFP – Request for Proposal

Sole Source – one and only source that possesses the unique
capability to satisfy the requirement/specifications detailed in
the statement of work

SOW – Statement of Work – detailed specifications of the product or service sought

Sponsor – organization giving money

TDC – Total Direct Cost

*Patrick Thompson is the Authorizing Official for Hamilton County

**Hamilton County's Congressional Districts are 1 and 2

***Hamilton County's EIN is 31-6000063

****Hamilton County's DUNS number is 134718100

Appendix B – Internet Addressess

FEDERAL AGENCY WEB SITES

Administration for Children and Families	www.acf.dhhs.gov
Agency for Healthcare Research and Quality	www.ahcpr.gov
Agency for Toxic Substances & Disease Registry	www.atsdr.cdc.gov
Centers for Disease Control & Prevention	www.cdc.gov
Corporation for National & Community Services	www.cns.gov
Department of Agriculture	www.usda.gov
Department of Commerce	www.doc.gov
Department of Education	www.ed.gov
Department of Energy	www.doe.gov
Department of Health and Human Services	www.dhhs.gov
Department of Interior	www.doi.gov
Department of Justice	www.usdoj.gov
Department of Labor	www.dol.gov
Department of State	www.state.gov
Department of Transportation	www.dot.gov
Environmental Protection Agency	www.epa.gov

Food & Drug Administration   www.fda.gov

Housing and Urban Development   www.hud.gov

Maternal and Child Health Bureau   www.mchb.hrsa.gov

National Aeronautics & Space Administration   www.nasa.gov

National Cancer Institute   www.cancer.gov

National Endowment for the Arts   http://arts.endow.gov

National Endowment for the Humanities   www.neh.gov

National Heart, Lung, and Blood Institute   www.nhlbi.nih.gov

National Highway Traffic Safety Administration   www.nhtsa.dot.gov/

National Institute for Occupational
  Safety & Health   www.cdc.gov/niosh/homepage.html

National Institute of Allergy &
  Infectious Diseases   www.niaid.nih.gov

National Institute of Child Health & Human
  Development   www.nichd.nih.gov/

National Institute of Environmental Health Sciences   www.niehs.nih.gov

National Institute of Mental Health   www.nimh.nih.gov

National Institute of Standards and Technology   www.nist.gov

National Institute on Aging   www.niha.nih.gov

National Institute on Alcohol Abuse and Alcoholism   www.niaaa.nih.gov

National Institute on Drug Abuse   www.nida.nih.gov

National Institutes of Health   www.nih.gov

National Library of Medicine   www.nlm.nih.gov

National Telecommunications & Information Administration   www.ntia.doc.gov

Small Business Administration	www.sba.gov
Substance Abuse and Mental Health Services Administration	www.samhsa.gov
U.S. Agency for International Development	www.usaid.gov

MISCELLANEOUS WEB SITES

American Cancer Society	www.cancer.org
American Federation for Aging Research	www.afar.org
American Heart Association	www.americanheart.org
American Lung Association	www.lungusa.org
Catalog of Federal Domestic Assistance	www.cfda.gov
Code of Federal Regulations	www.gpoaccess.gov.cfr.index.html
Congressional Record	www.gpoaccess.go/crecord
Federal Register	www.gpoaccess.gov/fr/index.html
Foundation Center	www.fdncenter.og
Government Printing Office	www.access.gpo.gov/#info
OMB Circulars	www.whitehouse.gov/omb/circulars
U.S. House of Representatives	www.house.gov
U.S. Senate	www.senate.gov/

Appendix C - Samples

COVER LETTER
(sample)

Federal Highway Administration
Ohio Division Office
200 North High Street, Room 328
Columbus, Ohio 43215

Dear Sir/Madam:

Enclosed are four (4) copies of an application from Hamilton County for the Implementation for the Transportation and Community and System Preservation Pilot Program.

If you have questions of a technical nature, please contact Caroline Andrews of the Hamilton County Regional Planning Commission at 513-946-4461. Questions of a contractual nature, please contact Cynthia Weitlauf, Grants Coordinator for Hamilton County at 513-946-4317.

Thank you for your consideration of this application and we look forward to hearing from you.

Sincerely,

PROJECT SUMMARY
(sample)

The fundamental goal of this project is to decrease truancy at 5 targeted elementary schools with the result of an overall increased daily attendance. A secondary goal is increased parental involvement and participation in school activities. A proposed byproduct of increased attendance is a decrease in criminal activity by Juveniles in the areas of the identified target schools. Data for all three goals will be collected and statistical measures employed to evaluate the project's success. Through the early identification process of truant behavior, school social workers will engage a process of intervention which incorporates a collaborative effort of the school, Juvenile Court, and Family Service of Cincinnati. Administrators, teachers, counselors or parents can identify children at risk with a referral to early intervention programs. Truant activity of 5 days or more will result in a formal or informal citation of the parent to an attendance court on the school premises. The hearing process will involve a court magistrate, case presenter, the school social worker and an attendance case manager. The attendance hearing emphasizes solution-focused actions, i.e., in court mediation, on going court monitoring, referral to attendance case manager for assessment of needs, case planning and referral.

(This is from an application submitted by Juvenile Court)

PROBLEM STATEMENT
(sample)

Hamilton County's Municipal and Common Pleas Courts have the primary responsibility for criminal case processing. The Court's operational concern is that of efficient case flow and management, combined with a rational continuum of processes that match available resources in order to achieve that end. Such operational concerns have been examined and addressed in Hamilton County on an on-going basis because criminal case filings have steadily increased by 45% since 1984. Although new and innovative programs have recently been launched to address these extraordinary increases in case filings (1996: 58,315 new municipal misdemeanor and felony case filings, a 3% increase over 1995; and when Traffic/MV is included, filings totaled 137,000), three problematic criminal justice populations continue to cause serious obstacles and challenges to efficient and effective case management. The special needs and circumstances of these populations require more attention, earlier intervention, and a system wide strategy to move these cases forward without undue delay.

(This is from an application submitted by Municipal Court)

OBJECTIVE
(sample)

During fiscal year 1997-98 the Hamilton County Prosecutor's Office Victim Advocates provides services for victims in 1200 cases. Presently, there are no Victim Advocates working with the Criminal Non-Support Division of the Prosecutor's Office. An expansion of the Victim Advocate program could fulfill the numerous needs of the victims of criminal non-support matters.

(This is from an application submitted by the Hamilton County Prosecutor's Office)

METHODS
(sample)

The Victims Advocates would serve victims by keeping them informed of all court proceedings, processing of forms, attending hearings with them, answering questions and explaining court procedures, giving referrals to appropriate counseling agencies.

(This is from an application submitted by the Hamilton County Prosecutor's Office)

BUDGET
(sample)

Budget Summary

	Total	Total Requested	Total Donated
Total this grant	$268,250.00	$178,200.00	$90,050.00
I. Personnel	211,000.00	150,000.00	61,000.00
II. Non-Personnel			
a. travel	4,750.00	3,200.00	1,550.00
b. reproduction services	20,000.00	5,000.00	15,000.00
c. communications; mail, fax, phone	5,000.00	-	5,000.00
d. consumable supplies	5,500.00	-	5,500.00
e. media	10,000.00	10,000.00	-
f. project evaluation	12,000.00	10,000.00	2,000.00

Budget Detail

	Total	Total Requested	Total Donated
	268,250.00	$178,200.00	$90,050.00
I. Personnel			
a. RPC Staff	$ 36,000.00	-	$36,000.00
b. OKI Staff	15,000.00	-	15,000.00
c. City Engineer	10,000.00	-	10,000.00
d. Consultant	150,000.00	$150,000.00	-
Subtotal	**$211,000.00**	**$150,000.00**	**$61,000.00**
II. Non-Personnel			
a. travel	3,200.00	3,200.00	-
Travel expenses for Project Mgr. to attend Regional Planning Conference and to TBD meeting (2 X $1600)			
Local mileage to attend	1,550.00	-	1,550.00

meetings and field trips
(5,000 miles X $0.31 per mile)

Subtotal	**4,750.00**	**3,200.00**	**1,550.00**
b. Reproduction Services			
Maps: Plotting	10,000.00	-	10,000.00
Reproduction: photocopies	5,000.00	-	5,000.00
Reports publication	5,000.00	5,000.00	10,000.00
Subtotal	**20,000.00**	**5,000.00**	**15,000.00**
c. Communications: postage, fax, phone	5,000.00	-	5,000.00
Subtotal	**5,000.00**	**-**	**5,000.00**
d. Consumable supplies			
Office supplies	5,000.00	-	5,000.00
Film & Processing	500.00	-	500.00
Subtotal	**5,500.00**	**-**	**5,500.00**
e. Media			
Press (notices)	10,000.00	10,000.00	-
Subtotal	10,000.00	10,000.00	-
f. Project Evaluation	12,000.00	10,000.00	2,000.00
Subtotal	**12,000.00**	**10,000.00**	**2,000.00**

(This is from an application submitted by Regional Planning)

EVALUATION
(sample)

SYSTEMATIC EVALUATION:

Every six months:
- The first evaluation will test if the project progresses according to schedule. A public participation program will be developed and in place. A study design and interagency coordination guideline will be produced and agreed on by all participant agencies, and existing conditions will have been surveyed and analyzed. Four written reports will be submitted to the funding agency:

  (1) study design and coordination guidelines
  (2) public participation program
  (3) survey and analysis of existing conditions, and
  (4) progress report: schedule, budget, public participation records

- The second evaluation will take place at the end of the second semester. By the end of this period a proposal of connector roads and bikeways should be available, recommendations to changes to the subdivision regulation should be ready, as well as the identification of areas for special public interest designation. Four written reports should be submitted to the funding agency:

  (1) Connector Road and Bikeway Master Plan Handbook
  (2) Subdivision Regulation proposed changes
  (3) Special Public Interest Districts Designation Proposal, and
  (4) Progress Report: schedule, budget, public participation records

- A follow-up will be conducted at the end of the month 18 and reported to the funding agency. It will include a report on:

  (1) where in the process of adoption by HCRPC and BCC of the subdivision regulation changes and thoroughfare plan update are
  (2) if the participant communities are using the Connector Road and Bikeway Master Plan Handbook
  (3) evaluation of projected traffic volume and type with and without adoption of the new regulations

(This is from an application submitted by Regional Planning)

Appendix D - Resolution

**RESOLUTION REVISING THE ADOPTED SIGNATURE AUTHORITY POLICY
FOR LETTERS OF INTENT, GRANT APPLICATIONS AND GRANT AWARDS**

BY THE BOARD:

WHEREAS, the Board of County Commissioners of Hamilton County desires to revise the signature policy for grants; and

WHEREAS, a standard procedure was adopted January 13, 1999 for this phase of the grants process; and

WHEREAS, this will clarify and further delineate the original signature authority procedure for the grant process; and

WHEREAS, the revised signature policy procedure for grants is set forth as follows; and

NOW, THEREFORE BE IT RESOLVED, the County Administrator is hereby authorized to sign all letters of intent and all grant applications on behalf of the Board of County Commissioners; and

BE IT FURTHER RESOLVED that each new grant award ("Grant Agreement") will go before the Board of County Commissioners for their approval; and

BE IT FURTHER RESOLVED that the County Administrator be and is hereby authorized and directed to accept any amendments, renewals or continuations of the Grant Agreement so long as such amendment, renewal, or continuation only impact the dollar amount or effective dates of such grant; and

BE IT FURTHER RESOLVED that the County Administrator be and is hereby authorized and directed to execute any documentation, including but not limited to financial status reports, progress reports, and certifications which are required as a part of such Grant Agreement; and

BE IT FURTHER RESOLVED that the County Administrator be and is hereby authorized and directed to accept any subsequent year grant agreement in relation to an original grant which is the Subject of such Grant Agreement so long as such subsequent year agreement contains the same terms and conditions as set forth in the original Grant Agreement, including any subsequent amendments thereto; and

BE IT FURTHER RESOLVED that the County Administrator be and is hereby authorized and directed to execute any documentation including, but not limited to, financial status reports, progress reports, and certifications which are required as a part of such subsequent year grant agreements.

BE IT FURTHER RESOLVED that the Clerk of the Board be and hereby is authorized and directed to certify copies of this resolution to David Krings, County Administrator, Lois Reynolds, Interim Director of Administrative Services, and Cynthia Weitlauf, Grants Coordinator.

ADOPTED at a regularly adjourned meeting of the Board of County Commissioners of Hamilton County, Ohio this 27th day of February, 2002.

Mr. Dowlin _____   Mr. Neyer _____   Mr. Portune _____

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution adopted by the Board of County Commissioners in session the 27th day of February, 2002.

IN WITNESS WHEREOF, I have unto set my hand affixed official seal of the Office of the County Commissioners of Hamilton County, Ohio this 27th day of February, 2002.

_____
Jacqueline K. Panioto, Clerk
Board of County Commissioners
 Hamilton County, Ohio